

## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.



Reserve

A280.39

M340

UNITED STATES  
DEPARTMENT OF AGRICULTURE  
LIBRARY



Reserve

BOOK NUMBER

874308

A280.39  
M340

UNITED STATES DEPARTMENT OF AGRICULTURE

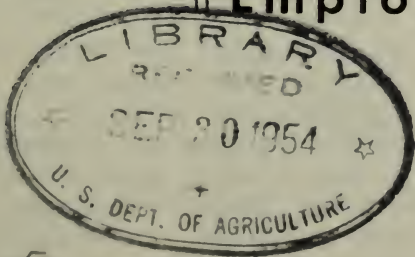


3  
Organization and Functions...

of the

AGRICULTURAL  
MARKETING  
SERVICE

for All  
Employees



5a  
Washington, D. C.  
5c  
June 1954

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL MARKETING SERVICE  
WASHINGTON 25, D. C.

Dear Fellow Employees of AMS:

Now that our reorganization plans and assignments are rather well developed, each of us should have a working knowledge of the Agricultural Marketing Service in order not only to be able to answer questions which come from time to time but also because a clear understanding of the functions and objectives of the organization as a whole is often of value in connection with carrying out our own particular job.

With the above reasoning in mind, we have endeavored in this circular to briefly summarize or describe the purposes and organization of the Agricultural Marketing Service. On the next page we have reproduced the over-all organization chart for the AMS, and in the following pages the functions assigned to the several major segments are briefly summarized.

Each of the words in our agency's title is significant. We are concerned with the agricultural problem as a whole; our particular segment of the field is marketing, broadly defined; and our main attack is through service. Perhaps I should also add that most of our people are in the field service. There are slightly more than 1,500 regular AMS employees in the Washington Office, whereas in the field, employment currently ranges between 4,500 and 5,500, depending upon seasonal workload. There are AMS operations in nearly 200 cities throughout the United States, involving over 400 permanent stations. Our researchers, statisticians, market news reporters, graders and inspectors, and other specialists are in one way or another serving all segments of agriculture and cooperating with almost every agricultural research or service institution throughout the United States. Although AMS people do a great variety of things, you will see from the material as you go over it that all of the various functions have a common objective of facilitating the marketing of farm products.

Sincerely,

O. V. Wells

O. V. Wells,  
Administrator

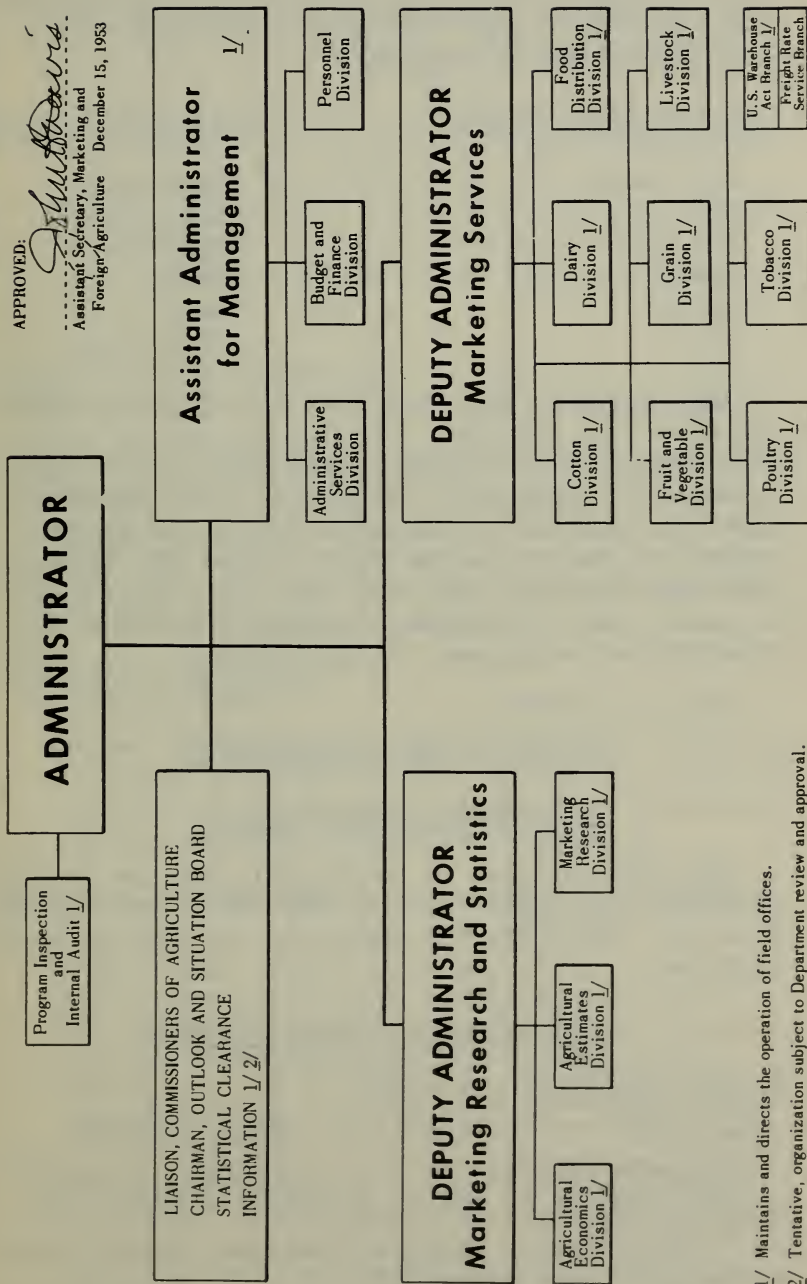


RECOMMENDED:

*Wm. J. Ryalls*  
-----  
Administrator, Agricultural Marketing Service

APPROVED:

*John Davis*  
-----  
Assistant Secretary, Marketing and  
Foreign Agriculture December 15, 1953



1/ Maintains and directs the operation of field offices.

2/ Tentative, organization subject to Department review and approval.

874308

## ORGANIZATION PATTERN

The Agricultural Marketing Service uses standard terms adopted by the Department for its various organizational levels and their directing officials. These standards used throughout the Department of Agriculture are as follows:

<u>Organizational Entity</u>	<u>Directing Official</u>
Department	Secretary
Service	Administrator
Division	Director
Branch	Chief
Section	Head
Unit	Supervisor

This pamphlet describes the functions and lists the directing officials through the Branch level. Each organizational unit is discussed in the order in which it appears on the chart on the preceding page. The numbers of personnel shown are approximations of the full-time staff. There are considerable variations in the full-time staff from month to month, and, of course, temporary part-time and intermittent employment varies greatly.

### OFFICE OF THE ADMINISTRATOR

O. V. Wells, Administrator

The Administrator is responsible for the general direction and supervision of AMS. He reports to the Assistant Secretary for Marketing and Foreign Agriculture.

### Administrator's Staff Offices

#### Program Appraisal and Audit

Division<sup>1</sup>..... Lee A. Dashner

Conducts program appraisal surveys of policies and programs of AMS to determine whether they

<sup>1</sup> Title has been changed from that shown on chart approved December 15, 1953.



are properly coordinated internally and with those of other agencies of the Government and industry or trade, whether authorizations are properly utilized in program operations, and whether policies and programs are executed effectively, efficiently, and economically. Conducts internal and external audits of the operations of AMS, its agents and contractors, cooperating State agencies, market administrators, and control committees. Develops, installs, and revises accounting systems, methods, and procedures for market administrators and control committees operating under marketing agreements and orders.

Liaison, Commissioners of  
Agriculture..... W. C. Crow, Acting

Provides leadership, coordination, and consulting services to States in the development and execution of marketing service projects, and reviews and approves projects prepared by States under the matching fund provisions of the Agricultural Marketing Act of 1946.

Chairman, Outlook and  
Situation Board..... Bushrod W. Allin

Serves as Chairman of the Outlook and Situation Board and provides for the technical review and approval of all economic outlook and situation reports prepared within the Department.

Statistical Clearance..... Earl E. Houseman,  
Acting

Reviews and clears all survey plans, reporting requirements, and forms originating in the Department which require Budget Bureau approval; provides consultant services on statistical techniques, and liaison for coordination of statistics within the Department.

Information Division..... Franklin Thackrey

Administers a comprehensive information program, involving the broad economic, statistical, marketing, distribution and related programs of the AMS.

## ASSISTANT ADMINISTRATOR FOR MANAGEMENT

Henry G. Herrell, Assistant Administrator

Directs and coordinates the over-all management, budget, fiscal, personnel, and administrative services activities of AMS.

### Administrative Services Division

L. Kenneth Wright, Director

Seth T. Brewer, Deputy Director

Plans and carries out the administrative services programs in AMS, including property management, procurement, records and forms management, real estate, space and equipment management, procedure management, and communications, and research contract control under the Agricultural Marketing Act of 1946.

#### Procurement and Property

Branch..... Seth T. Brewer, Acting Chief

#### Records and Communi-

cations Branch..... Randall W. Everett, Jr.  
Chief

#### Procedures and Forms

Branch..... A. Sydney Skoglund  
Administration Officer<sup>1</sup>. Mary W. Cannon

### Budget and Finance Division

Arthur J. Holmaas, Director

Plans and administers the budgetary and fiscal operations of AMS, including the preparation of the AMS budget, and the establishment of required controls with respect to apportionments, obligations, and expenditures of available funds, maintenance of accounts and records, and related financial management services in connection with AMS programs.

---

<sup>1</sup> Serves as Administrative Officer for the Office of the Administrator.

Budget Branch..... Clarence Eskildsen,  
Chief  
Financial Management  
Branch..... James Q. Huey, Chief  
Fiscal Branch..... Robert G. Schottler,  
Chief

### Personnel Division

William C. Laxton, Director

Plans and administers the personnel program for AMS, including classification and organization, wage and salary administration, employment and employee relations, employee development and training, performance ratings, safety and health, incentives and awards, retirement counseling, personnel investigations and discipline, and related activities.

Classification and

Organization Branch.... Joseph H. Lott, Chief  
Employment and Employee

Relations Branch..... C. K. Morrison, Chief  
Employee Development,  
Health and Incentives

Branch..... Jack A. Hamblin, Chief

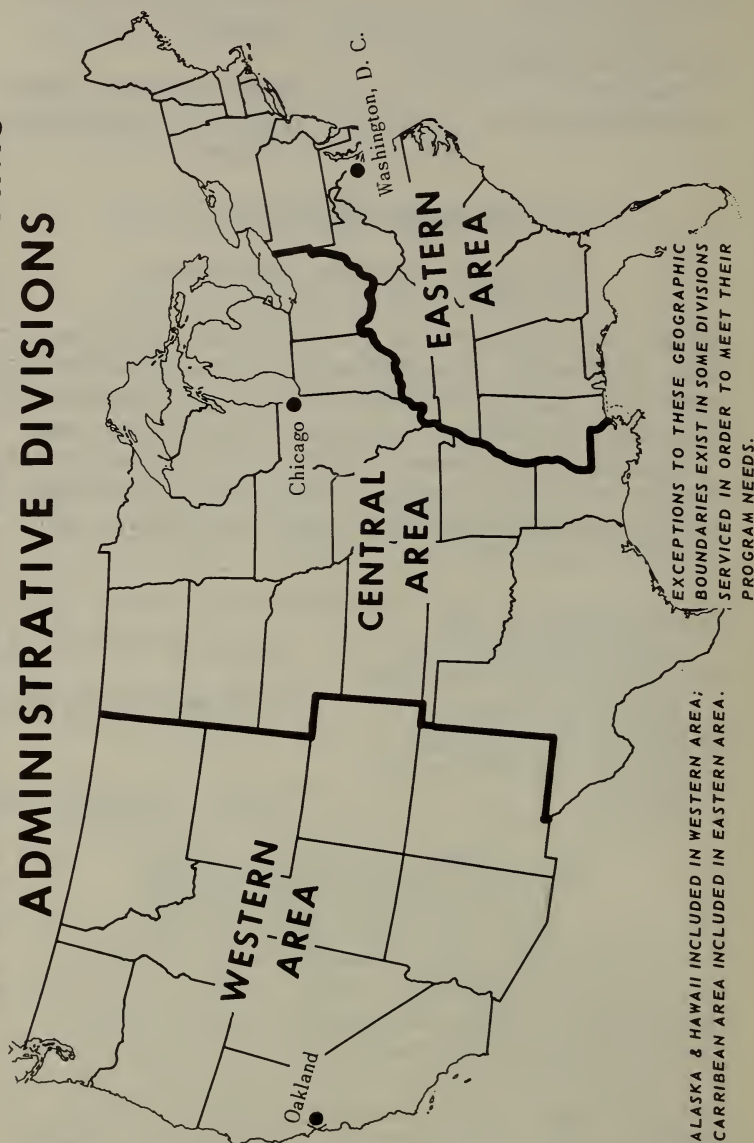
### Area Administrative Divisions

The three area administrative divisions have the responsibility for planning and conducting activities concerning administrative services, personnel, budget and fiscal matters within assigned geographic areas of the United States.

In addition to its normal responsibilities, the Eastern Area Administrative Division, located Washington, D. C., provides procurement, property, time, leave, payroll and administrative voucher examining services for all AMS personnel stationed in Washington, D. C., and Beltsville.'

The areas serviced by these three divisions, with certain functional exceptions, and their headquarters are shown on the map on the next page.

# GEOGRAPHIC BOUNDARIES OF AMS ADMINISTRATIVE DIVISIONS





ASSISTANT ADMINISTRATOR FOR  
MANAGEMENT--Continued

Eastern Area Administrative Division

U. S. Department of Agriculture  
Washington 25, D. C.

James R. Roberts, Acting Director

Administrative

Services Branch.... L. G. Schultheis,  
Acting Chief

Budget and Finance

Branch..... T. Edwin Moore,  
Acting Chief

Personnel Branch..... Albert W, Riggs, Chief

Central Area Administrative Division

185 N. Wabash Ave., 5th Floor  
Chicago 1, Ill.

Maurice P. Ward, Acting Director

Administrative

Services Branch.... R. Bender, Chief

Budget and Finance

Branch..... M. H. Kennedy, Acting  
Chief

Personnel Branch..... John F. Hays, Acting  
Chief

Western Area Administrative Division

1515 Clay Street, 6th Floor  
Oakland 12, Calif.

Paul A. Auge, Acting Director

Administrative

Services Branch.... E. L. Kessler, Acting  
Chief

Budget and Finance

Branch..... W. S. Edwards, Acting  
Chief

Personnel Branch..... Joseph L. Phillips,  
Acting Chief

DEPUTY ADMINISTRATOR, MARKETING  
RESEARCH AND STATISTICS

Vacancy, Deputy Administrator

Agricultural Economics Division

Frederick V. Waugh, Director

Administers broad economic analyses and statistical programs covering agricultural prices and income, commodity outlook and situation, food demand and consumption, farm population and rural life, agricultural history, and related activities. Such research as is carried on in the field is ordinarily in cooperation with the land-grant colleges. No field stations as such are in existence. There are about 115 people in this Division.

Farm Population and Rural

Life Branch..... Margaret J. Hagood,  
Chief

Statistical and Historical

Research Branch..... Karl A. Fox, Chief

Farm Income Branch..... Nathan M. Koffsky,  
Chief

Administrative Officer..... Genett H. Jebens

Agricultural Estimates Division

Sterling R. Newell, Director

Administers broad programs of crop and livestock estimates and reporting, including estimates of production, supply, price, and other aspects of the agricultural economy, collection of statistics, conduct of research on sampling techniques used in gathering and evaluating statistical data, and related activities. The Director serves as Chairman of the Crop Reporting Board.

Agricultural estimates work is carried on in 41 State offices. The New England area is handled by one office at Boston; Nevada is handled by the Utah office; and Delaware is handled by the Maryland office. There is a Special Dairy Office in



Chicago, and two statistical laboratories operated in cooperation with the State colleges at Ames, Iowa, and Raleigh, N. C. There are about 480 people employed in the field offices and 180 in Washington.

Deputy Director and Vice

Chairman of the Crop

Reporting Board..... Richard K. Smith

Executive Assistant..... Paul L. Koenig

Secretary, Crop Reporting

Board..... Glenn D. Simpson

Statistical Methodologist... Walter A. Hendricks

Field Crop Statistics Branch Charles E. Burkhead,  
Chief

Fruit and Vegetable

Statistics Branch..... Reginald Royston,  
Chief

Livestock and Poultry

Statistics Branch..... Arnold V. Nordquist,  
Chief

Dairy Statistics Branch..... Benjamin H. Bennett,  
Chief

Agricultural Price

Statistics Branch..... B. Ralph Stauber,  
Chief

Special Farm Statistics

Branch..... Emerson M. Brooks,  
Chief

Administrative Officer..... William H. Evans

Marketing Research Division

Harry C. Trelogan, Director

Administers or participates in the administration of broad agricultural marketing research and development programs authorized by the Agricultural Marketing Act of 1946, and other legislation designed to maintain quality, expand outlets and increase efficiency. The work includes economic, biological, and physical research to develop improved methods, equipment, facilities, information, organization, and management for transporting, handling, storing, packaging, distributing, financing, and pricing agricultural products. It includes also closely associated services required to get

improvements adopted to provide more orderly and less costly movement of agricultural products from farms to consumers, and related activities.

Biological Sciences Branch..	George W. Irving, Jr., Chief
Market Development Branch...	Robert M. Walsh, Chief
Market Organization and Costs Branch.....	D. Barton DeLoach, Chief
Transportation and Facilities Branch.....	William C. Crow, Chief
Administrative Officer.....	George M. Terry

Field work in this Division is carried on at State universities, laboratories, and small field offices. There are approximately 280 employees in Washington and Beltsville, and 140 in the field.

#### DEPUTY ADMINISTRATOR, MARKETING SERVICES

Roy W. Lennartson, Deputy Administrator

#### Commodity Divisions

The seven Commodity Divisions administer marketing services (inspection, grading, classing, standardization, testing, market news and reports, and other related services); regulatory activities, surplus removal, expansion of market outlets, marketing agreements and orders, and related programs; and such related defense production and mobilization activities as may be assigned. The various regulatory and other acts for which each Division is responsible are indicated as each is referred to.

#### Cotton Division

E. J. Overby, Director

This Division administers (1) Cotton Futures Act, (2) Cotton Standards Act (3) Cotton Grade and

Staple Statistics Act and amendatory acts: (a) Smith-Doxey Act, and (b) Cotton Service Testing Act. The Cotton Division has about 60 employees in Washington and more than 600 in the field.

#### Grading and Market News

Branch..... Rodney Whitaker,  
Chief

#### Standards and Testing

Branch..... J. W. Wright, Chief  
Administrative Officer.... E. J. Seidel

#### Dairy Division

H. L. Forest, Director  
H. C. Fedderson, Deputy Director

This Division administers Federal milk marketing orders under the Agricultural Marketing Agreement Act of 1937. It has about 80 employees in Washington and 230 in the field. The milk market order administrators' offices have an additional 675 employees.

Market Orders Branch..... W. G. Sullivan, Chief  
Standardization and Program Development Branch. John C. Blum, Chief  
Inspection and Grading  
Branch..... B. J. Ommodt, Chief  
Market News Branch..... L. M. Davis, Chief  
Administrative Officer.... Gordon D. Livermore

#### Fruit and Vegetable Division

S. R. Smith, Director  
F. F. Hedlund, Deputy Director  
G. R. Grange, Deputy Director

The Division administers the following regulatory acts: (1) Standard Container Acts, (2) Produce Agency Act, (3) Perishable Agricultural Commodities Act, (4) Export Apple and Pear Act, and (5) Marketing agreements and orders under the Agricultural Marketing Agreement Act of 1937. The Division has about 185 employees in Washington and nearly 800 in the field.

## Fruit and Vegetable Division--Continued

### Fresh Products Standard- ization and Inspection

Branch.....	E. E. Conklin, Chief
Fruit Branch.....	P. A. Nicholson, Chief
Market News Branch.....	C. D. Schoolcraft, Chief
Processed Products	
Standardization and	
Inspection Branch.....	F. L. Southerland, Chief
Regulatory Branch.....	T. C. Curry, Chief
Specialty Crops Branch...	E. M. Graham, Chief
Vegetable Branch.....	K. W. Schaible, Chief
Administrative Officer...	W. C. Hasbrouck

## Grain Division

Edward J. Murphy, Director

This Division administers the U. S. Grain Standards Act and the Federal Seed Act. It has about 80 Washington employees and about 370 field employees.

Market News Branch.....	Thomas J. McGuire, Chief
Seed Branch.....	Walter A. Davidson, Chief
Standardization and	
Testing Branch.....	Lawrence Zeleny, Chief
Inspection Branch.....	Jason E. Barr, Chief
Administrative Officer...	J. Hendley Jones

## Poultry Division

W. D. Termohlen, Director

Hermon I. Miller, Deputy Director

This Division has about 60 employees in Washington and 600 in the field.



## Poultry Division--Continued

Grading Branch..... H. G. F. Hamann,  
Chief

Standardization and  
Marketing Practices  
Branch..... M. W. Buster, Chief

Inspection Branch..... R. E. Willie, Chief

Program Analysis Group... C. C. Warren, Chief

Administrative Officer... Bernard M. Meeks

## Tobacco Division

Stephen E. Wrather, Director

The Tobacco Division administers (1) Tobacco Stocks and Standards Act, (2) Tobacco Inspection Act, (3) Tobacco Seed and Plant Exploration Act, (4) Naval Stores Act, and (5) marketing agreements and orders under the Agricultural Marketing Agreement Act of 1937. There are about 25 Washington employees and about 450 in the field.

Marketing Programs Branch M. I. Dunn, Chief

Naval Stores Branch..... Victor E. Grotlich,  
Chief

Standards Branch..... Frank B. Wilkinson,  
Chief

Administrative Officer... W. M. Richardson

## Livestock Division

H. E. Reed, Director  
D. M. Pettus, Deputy Director

This Division administers the Packers and Stockyards Act and the Wool Standards Act. It has about 50 Washington employees and about 825 in the field.

Market News Branch..... C. L. McColloch, Chief

Packers and Stockyards  
Branch..... M. J. Cook, Chief

Standardization and  
Grading Branch..... F. J. Beard, Chief

Program Analysis Group... Reed A. Phillips,  
Chief

Administrative Officer... R. D. Conklin

## Food Distribution Division

Leonard R. Trainer, Director  
Howard P. Davis, Deputy Director  
Marvin M. Sandstrom, Deputy Director

The Food Distribution Division administers food distribution programs designed to improve marketing and increase consumption of agricultural commodities, including school lunch, direct distribution, work with the distributive food trades, food preservation, and such defense production and mobilization activities as may be assigned, including work with the Federal Civil Defense Administration on emergency food supplies and their distribution. The Division employs about 60 people in Washington and more than 100 in the field.

### Program Analysis and

Development Branch..... Samuel C. Vanneman,  
Chief

### Direct Distribution

Branch..... Marshall P. Driggs,  
Chief

Food Trades Branch..... G. Chester Freeman,  
Chief

School Lunch Branch..... C. Roy Murphy, Chief  
Administrative Officer... Dennis M. Doyle

## U. S. Warehouse Act Branch

H. Stanford Yohe, Chief

Carries out the administration of the U. S. Warehouse Act, including the examination, licensing, bonding and supervision of insurance, rates, and warehouse receipts of warehouses operating under the Act. This Branch has a Washington staff of about 12, and about 80 in the field.

## Freight Rate Services Branch

Charles B. Bowling, Chief

Carries out assigned responsibility for the administration of Section 201 of the Agricultural



Adjustment Act of 1938, as amended; Section 203(j) of the Agricultural Marketing Act, as amended; and other authorities. The Freight Rate Services Branch operates with about 20 people, all in Washington.

## Miscellaneous Statistics Concerning AMS Programs

### REPORTS AND MARKET NEWS

During 1953, mimeographed copies of market news reports distributed by mail numbered approximately as follows:

Two million for cotton, 1.1 million for tobacco, 10.6 million for fruits and vegetables, 5 million for livestock and 1.5 million for grains. Daily market reports receive wide distribution through the news wire services and radio. For example, livestock reports appear in more than 900 daily papers and are broadcast over more than 1,100 radio stations.

More than 600,000 voluntary crop reporters (farmers and others) furnish information to the Crop Reporting Board, through 41 State offices, which provide the basic statistics for about 10½ million copies of crop, livestock, price, and other reports annually. More than 500 separate reports (approximately two for each working day of the year) are made annually by the Agricultural Estimates Division in cooperation with many of the State departments of agriculture.

About 75 economic outlook and situation reports are issued each year, covering 16 commodities and general fields.

### INSPECTION, GRADING, AND CLASSING

AMS, in fiscal 1954, classified 11,161,000 bales of cotton and about 950,000 bales of linters. Approximately 1.5 billion units (pounds or cases) of dairy products were inspected and graded.

About 2 1/3 billion units (pounds or dozens) of poultry and egg products were graded, and 917,646,000 pounds of poultry were inspected. Over two billion pounds of tobacco were inspected at 170 designated auction markets--all of the tobacco sold at auction. In addition, 370 million pounds were inspected under cooperative agreement with marketing associations. About 2,242,000 inspections, covering nearly 5 billion bushels of grain; were made at 157 inspection points and at 101 other designated points. Fruit and vegetable inspectors in 1953 inspected 1,268,370 carlots of fresh fruits and vegetables, 103,947,000 cases of canned fruits, vegetables and marine products, and about 1.8 billion pounds of frozen, dried, dehydrated and otherwise processed products. More than 9.3 billion pounds of meat were graded last fiscal year. There are 1,913 packers, 2,237 commission firms, 1,365 licensed poultry dealers, and 2,688 livestock dealers registered under the Packers and Stockyards Act, and 321 stockyards are posted under the Act.

#### FOOD DISTRIBUTION

Under the direct distribution program, AMS has shipped over 10,000 carloads of surplus foods during this fiscal year for distribution through the school lunch program and other eligible outlets. The national school lunch program reaches more than 10 million school children, and the schools participating in the program serve about 1.7 billion lunches each year.

A limited number of extra copies of this  
pamphlet may be obtained from

AMS Personnel Division  
U.S. Department of Agriculture  
Washington 25, D.C.





